



City of Kansas City, Missouri Job Class Specification

Job Title: BUILDING MAINTENANCE WORKER **Department:** MULTI
Job Code: 5294 **Status:** NONEXEMPT **Grade:** L-E

Summary

This is custodial work in the care and limited general maintenance of public buildings and surrounding grounds.

Work involves participating in custodial and minor maintenance services at a public building. Primary responsibility is the use of the proper methods and materials in cleaning and otherwise caring for buildings and equipment. Work involves surveillance of mechanical building equipment such as a cooling or heat distribution system or a low pressure-heating unit. Difficult work situations will be referred to a supervisor. Work is reviewed through inspections of buildings cared for to assure compliance with established custodial/maintenance standards.

Duties and Responsibilities

- Sweep, mop, wax and polish floor; wash walls, woodwork and blinds; dust furniture and other articles and provides ground maintenance on the outside of buildings.
- Participates in the work of automatic floor scrubbing machines, battery-operated sweepers, motor driven vacuum sweepers, power-operated wall washers and general handwork associated with the cleaning of buildings.
- Checks buildings floor-by-floor or area-by-area to determine that regular custodial and other cleaning duties have been performed; assists personnel in accomplishing their work; assists as necessary in snow removal activities.
- Participates in minor maintenance activities such as window washing, replacing light bulbs, patch plastering or painting, replacing faucet gaskets, unstopping plugged lavatories and other fixtures. Also sets up tables and chairs.
- Observes the operation of building refrigeration and heating equipment to detect malfunctions; discontinues malfunctioning equipment and notifies skilled maintenance workers.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of custodial cleaning methods, materials, equipment, and procedures; building fixtures and equipment, and methods and tools used in minor maintenance work; safety practices as applied to custodial and general building maintenance work.
- Must demonstrate ability to make minor repairs and adjustments to automatic floor scrubbing machines, battery-powered sweepers, riding vacuum sweepers and other types of specialized equipment used in the cleaning of major buildings.
- Must demonstrate ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions, calculate percentages, and convert units of measure.
- Must demonstrate the ability to write information accurately and legibly.

Education and

Requires six (6) months of experience in the custodial care and limited general maintenance of

Experience	buildings.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a physical examination as prescribed by the City.▪ Must pass a background check as prescribed by the City.▪ May be required to possess a valid driver's license issued by the State of Missouri.
Supervisory Responsibility	None
Supervision Received	Work is performed under general supervision
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	9/06
Revised	